

**Enrolled Minutes of the Twenty-sixth Regular or Special Meeting  
For the Twenty-Eighth Highland Town Council  
Regular (Rescheduled) Plenary Business Meeting  
Wednesday, December 28, 2016**

*Study Session.* The Twenty-Eighth Town Council of the Town of Highland, Lake County, Indiana met in a study session preceding the regular meeting on Wednesday, December 28, 2016 at 6:45 O'clock P.M. in the regular place, the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

**Silent Roll Call:** Councilors Mark Herak, Dan Vassar, Steven Wagner, Konnie Kuiper and Bernie Zemen were present. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

**General Substance of Matters Discussed.**

1. The Town Council reviewed and discussed the agenda of the imminent meeting.
2. The Town Council discussed proposed Ordinance no. 1638. Some members expressed a desire for further discussion on it.

The study session ended at 7:00 O'clock p.m.

*Regular meeting.* The Twenty-Eighth Town Council of the Town of Highland, Lake County, Indiana met in its regular session on Wednesday, December 28, 2016 at 7:02 O'clock P.M. in the regular place, the plenary meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

The Town Council President, Bernie Zemen presided. The Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. The meeting was opened with Councilor Steve Wagner reciting the Pledge of Allegiance to the Flag of the United States of America and offering a prayer.

**Roll Call:** Present on roll call were Councilors Mark Herak, Dan Vassar, Steven Wagner, Konnie Kuiper and Bernie Zemen. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

**Additional Officials Present:** Rhett L. Tauber, Esq., Town Attorney; George Georgeff, Commander in Metropolitan Police Department; and John M. Bach, Public Works were present.

*Also present:* Randy Stewart, Sergeant Metropolitan Police and F.O.P. President; Ed Dabrowski, IT Consultant (Contractor) was also present.

**Minutes of the Previous Meetings:** The minutes of the regular meetings of December 12, 2016 were approved by general consent.

**Unfinished Business and General Orders:**

1. **Proposed Ordinance No. 1638:** An Ordinance of the Town Amending Chapters 11.05 and 11.10 of the Municipal Code involving Parks Permits and Rules. *This ordinance is provided pursuant to actions taken by the Town Council at its meeting of November 14, 2016 in which it approved the concept of allowing sales of alcohol as a companion to other events hosted in certain parks. The specific action came in response to a request from Joel Ratajack for his Rockopelli Event.*

Councilor Herak introduced and filed Ordinance No. 1638. There was no further action on the introduced ordinance.

2. **Proposed Ordinance No. 1639:** An Ordinance To Further Amend Chapter 3.10 of the Code Of Ordinances For The Town Of Highland, State Of Indiana, All Pursuant To IC 36-1-5 Et Seq. *(This amendment if adopted will allow for payment of released retainage from capital projects provided it is authorized.)*

Councilor Herak introduced and moved the consideration of Ordinance No. 1639 at the same meeting of its introduction. Councilor Vassar seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance could be considered at the same meeting of its introduction.

Councilor Herak moved the passage and adoption of Ordinance No. 1639 at the same meeting of its introduction. Councilor Vassar seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance was passed and adopted at the same meeting of its introduction.

**ORDINANCE No. 1639**  
of the  
**TOWN of HIGHLAND, INDIANA**

**AN ORDINANCE To Further AMEND CHAPTER 3.10 OF THE CODE OF ORDINANCES For The TOWN Of HIGHLAND, STATE Of INDIANA, ALL PURSUANT TO IC 36-1-5 Et SEQ.**

**WHEREAS**, Title 36, Article 1, Chapter 5 of the Indiana Code provides that the legislative body of a unit **shall** codify, revise, rearrange, or compile the ordinances of the unit into a complete, simplified code excluding formal parts of the ordinances;

**WHEREAS**, The legislative body of this unit, the Town of Highland, is the Town Council, pursuant to IC 36-1-2-9(5) and IC 36-5-2-2;

**WHEREAS**, The present general and permanent ordinances of the Town of Highland, formally codified in 2012, are in need of technical and substantive modifications not confined to any particular Title, Article or Chapter but nevertheless desirable to further improve and perfect the Code; and

Whereas, The Town Council is reliably advised that Chapter 3.10 of the Municipal Code Styled as Accounts Payable Payments in Advance of Formal Allowance, is in need of some changes to reflect emerging needs encountered since its initial adoption and to make other changes to allow for certain administrative efficiencies;

**WHEREAS**, The Town Council, is persuaded that it is necessary and desirable to adopt the several modifications to Chapter 3.10 to still further improve and perfect the Code,

**NOW, THEREFORE, BE IT HEREBY ORDAINED BY** the Town Council of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That Section 3.10.010 (A)(12) of the Highland Municipal Code be hereby amended to include a new subdivision, to be styled Section 3.10.010 (A)(12)(p), which shall read as follows:

**3.10.010 Authorized payments by the Town Clerk-Treasurer.**

(A) Authorized Expenses. The Town Council approves and authorizes payments to be made by the Clerk-Treasurer in advance of formal allowance by the Town Council or other board or commission of jurisdiction for the following types of expenses:

(12) The following additional expenses outlined in this section:

**(p) Authorized or approved releases of retainage from the Capital Projects Retainage Agency Fund.**

**Section 2.** That this ordinance shall be effective from and after its passage and adoption as evidenced by the signature of the Town Council President and attested thereto by the Clerk-Treasurer, all pursuant to IC 36-5-2-10 and IC 36-5-2-10.2.

Introduced and Filed on the 28<sup>th</sup> day of December 2016. Consideration on same day or at same meeting of

introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

**DULY ORDAINED and ADOPTED** this 28<sup>th</sup> Day of December 2016, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

Bernie Zemen, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-16-4-1;IC 36-5-6-5;IC 36-5-2-10.2)

- Proposed Ordinance No. 1640:** An Ordinance Amend the Municipal Code to establish an Internal Control Policy & Establish a Materiality Policy for Reporting under IC 5-11-1-27(j) and (l).

Councilor Herak introduced and moved the consideration of Ordinance No. 1640 at the same meeting of its introduction. Councilor Wagner seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance could be considered at the same meeting of its introduction.

Councilor Herak moved the passage and adoption of Ordinance No. 1640 at the same meeting of its introduction. Councilor Wagner seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance was passed and adopted at the same meeting of its introduction.

**ORDINANCE No. 1640  
of the  
TOWN of HIGHLAND, INDIANA**

**AN ORDINANCE To AMEND THE CODE Of ORDINANCES For The TOWN Of HIGHLAND, STATE Of INDIANA, BY CREATING A NEW CHAPTER, 3.60 ENTITLED INTERNAL CONTROL SYSTEM AND A NEW CHAPTER 3.65 ENTITLED MUNICIPAL MATERIALITY/IRREGULAR VARIANCES, LOSSES, AND SHORTAGES, ALL PURSUANT TO IC 36-1-5 ET SEQ.**

**WHEREAS**, Title 36, Article 1, Chapter 5 of the Indiana Code provides that the legislative body of a unit **shall** codify, revise, rearrange, or compile the ordinances of the unit into a complete, simplified code excluding formal parts of the ordinances;

**WHEREAS**, The legislative body of this unit, the Town of Highland, is the Town Council, pursuant to IC 36-1-2-9(5) and IC 36-5-2-2;

**WHEREAS**, The present general and permanent ordinances of the Town of Highland, formally codified in 2012, are in need of technical and substantive modifications not confined to any particular Title, Article or Chapter but nevertheless desirable to further improve and perfect the Code; and

**WHEREAS**, The Town Council is reliably advised that pursuant to changes in I.C. 5-11-1-27, the Town of Highland must adopt an Internal Control System and establish a Materiality Threshold related to irregularities;

**WHEREAS**, The Town Council, is persuaded that it is necessary and desirable to adopt an Internal Control System, by adding a new chapter to the Code, to still further improve and perfect the Code; and,

**WHEREAS**, The Town Council, is persuaded that it is necessary and desirable to adopt Materiality Threshold, by adding a new chapter to the Code, to still further improve and perfect the Code,

**NOW, THEREFORE, BE IT HEREBY ORDAINED BY** the Town Council of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That the Highland Municipal Code is hereby amended to include a new chapter, styled as Chapter 3.60 entitled *Internal Control System and Policy*, which shall read as follows:

Chapter 3.60

INTERNAL CONTROL SYSTEM AND POLICY

Sections:

- 3.60.010 Mission.
- 3.60.020 Objectives.
- 3.60.030 Standards adopted.
- 3.60.040 Principles.
- 3.60.050 System established.
- 3.60.060 Review of current policy.
- 3.60.070 Applicability.
- 3.60.080 Oversight body/Policy.
- 3.60.090 Implementation/Violation.
- 3.60.100 Implementation/Methods.

**3.60.010 Mission.**

(A) The Town of Highland through its Town Council finds that its mission as related to an internal control system is as follows:

- (1) Provision of a democratic governmental structure at the grassroots level;
- (2) Provision of services as determined through the governmental process including but not limited to administration, economic development and planning, public safety, utilities (water and sewer), and parks and recreation;
- (3) Promotion of government efficiency, accountability, reliability and transparency; and
- (4) Promotion of safeguards to reduce the risk of loss due to fraud, waste, abuse, mismanagement or errors.

**3.60.020 Objectives.**

(A) The Town of Highland through its Town Council finds that its interrelated and often overlapping objectives as related to an internal control system are as follows:

- (1) *Operations objectives.* These objectives involve the ways governmental services are performed and the performance of those providing governmental services including by way of example budgeting, purchasing, permitting, cash management, and planning among others.
- (2) *Reporting objectives.* These objectives involve the filing of financial and nonfinancial information to those inside the government and those outside of the government including by way of example filing the annual report, audit and examination cooperation, filing uniform conflict of interest forms, and the other filings with any governmental agency or official or information required to be maintained on file such as an OSHA log and responding to a public records request among others.
- (3) *Compliance objectives.* These objectives involve the adherence to law and regulations including by way of example following guidance documents such as the State Board of Accounts' manuals, bulletins, directives and the Department of Local Government Finance's forms and directions and including other outside-of-government trainings and documents.

**3.60.030 Standards adopted.**

(A) The Town of Highland through its Town Council adopts and directs the minimum level of internal control standards and internal control procedures for an internal control system that includes the following five standards to promote government accountability and transparency as described in the Uniform Internal Control Standards for Indiana Political Subdivisions guidance document from the State Board of Accounts dated September 2015, and as thereafter modified:

- (1) Control environment.
- (2) Risk assessment.
- (3) Control activities.
- (4) Information and communication.
- (5) Monitoring.

**3.60.040 Principles.**

(A) The Town of Highland through its Town Council adopts and directs the following principles in explanation of the pertinent standards set forth in Section 3.60.030 be followed at all levels of the Town of Highland:

- (1) Control Environment.

- (a) The oversight body and management demonstrate a commitment to integrity and ethical values.
  - (b) The oversight body oversees the Town of Highland through its Town Council's internal control system.
  - (c) Management establishes an organizational structure, assigns responsibility, and delegates authority to achieve the Town of Highland through its Town Council's objectives.
  - (d) Management demonstrates a commitment to attract, develop, and retain competent individuals.
  - (e) Management evaluates performance and holds individuals accountable for their internal control responsibilities.
- (2) Risk Assessment.
- (a) Management defines objectives clearly to enable the identification of risks and defines risk tolerances.
  - (b) Management identifies, analyzes and responds to risk related to achieving the defined objectives.
  - (c) Management considers the potential for fraud when identifying, analyzing and responding to risks.
  - (d) Management identifies, analyzes, and responds to significant changes that could affect the internal control system.
- (3) Control Activities.
- (a) Management designs control activities to achieve objectives and respond to risks.
  - (b) Management designs the Town of Highland's information system and related control activities to achieve objectives and respond to risks.
  - (c) Management implements control activities through policies.
- (4) Information and Communication.
- (a) Management uses quality information to achieve the Town of Highland's objectives.
  - (b) Management internally communicates the necessary quality information to achieve the Town of Highland's objectives.
  - (c) Management externally communicates the necessary quality information to achieve the Town of Highland's objectives.
- (5) Monitoring.
- (a) Management establishes and operates monitoring activities to monitor the internal control system and evaluate the results.
  - (b) Management remediates identified internal control deficiencies on a timely basis.

**3.60.050 System established.**

(A) The Town of Highland adopts the internal control standards herein to establish an effective internal control system for the Town of Highland through its design, implementation, and operation.

(B) The Town of Highland directs that the above standards be used to design, implement, operate and modify current operations, reporting and compliance objectives that will safeguard the assets of the Town of Highland; promote reliability, accountability and transparency of financial and nonfinancial information; and to assure compliance with laws and regulations for each office, department, and personnel (as defined in section 3.60.070) for an effective and reasonable internal control system of the Town of Highland.

**3.60.060 Review of current policy.**

The Town of Highland authorizes the Office of the Clerk-Treasurer to review the current internal control system of the Town of Highland and draft an internal control policy. The Town Council shall adopt the policy for the future internal control system to be effective after June 30, 2016, and perform at least an annual review, for compliance with this chapter.

**3.60.070 Applicability.**

(A) The personnel, whether an official or employee, of the Town of Highland whose official duties include receiving, processing, depositing, disbursing, or otherwise having access to funds that belong to the federal government, state government, a political subdivision, or another governmental entity shall comply with these minimum internal control standards and procedures and any other policy regarding standards and procedures determined necessary by the Town of Highland now and as modified in the future.

(B) The personnel of the Town of Highland whose official duties include receiving, processing, depositing, disbursing, or otherwise having access to funds that belong to the federal government, state government, a political subdivision, or another governmental entity shall be trained, unless on leave status, on the minimum internal control standards and procedures and any other standards and procedures determined necessary by the Town of Highland and shall cooperate with the Clerk-Treasurer or designee so that the Clerk-Treasurer can timely certify to the State Board of Accounts that the training was received by personnel as provided by law.

(C) The Town of Highland authorizes the Office of the Clerk-Treasurer and the Town Council President to determine the position and person who are the personnel referred to in subsections (A) and (B) of this section and notify such personnel.

**3.60.080 Oversight body/Policy.**

The Town Council of the Town of Highland will be the oversight body of the internal controls system and policy. The Office of the Clerk-Treasurer *will create the internal controls systems policy* and such policy once adopted, will be codified as administrative rules and included with other rules of the Town in the municipal code. Management constitutes all department heads and the Clerk-Treasurer.

**3.60.090 Implementation/Violation.**

(A) All elected and appointed officials and employees of the Town of Highland are hereby directed to abide by and to cooperate fully in the implementation of the internal control system of the Town of Highland.

(B) An employee who fails to abide by or cooperate with the implementation, compliance, and certifications connected with the internal control system commits a violation of workplace standards and may result in the discipline, including termination, of the employee.

(C) An elected or appointed official of the Town of Highland who fails to abide by or cooperate with the implementation and the mandated certifications of the internal control system may be subject to any action allowed by law.

**3.60.100 Implementation/Methods.**

(A) This chapter may be implemented by any or all of the following actions or such others as authorized by the Highland Town Council:

(1) Posting a copy of the ordinance codified in this chapter in its entirety in at least one of the locations in the Town of Highland where it posts employer posters or other notices to its employees;

(2) Providing a copy of the ordinance codified in this chapter to its employees and elected and appointed officials;

(3) Providing or posting a notice of the adoption of the ordinance codified in this chapter; or

(4) Any such other action or actions that would communicate the policies established by this chapter to its employees and elected and appointed officials.

**Section 2.** That the Highland Municipal Code is hereby amended to include a new chapter, styled as Chapter 3.65 entitled *Municipal Materiality/Irregular Variances, losses, and shortages*, which shall read as follows:

**Chapter 3.65**

**MUNICIPAL MATERIALITY/ IRREGULAR VARIANCES, LOSSES, and SHORTAGES**

Sections:

3.65.010 Purpose.

3.65.020 Materiality threshold.

3.65.030 Duties of Public Officers with knowledge of Misappropriation.

3.65.040 Maintenance of documentation.

3.65.050 Resolution of incidents not meeting materiality threshold.

3.60.060 Periodic review.

**3.65.010 Purpose**

There is hereby established the municipal statement on materiality and standards of conduct related to encounters of irregular variances, losses, and shortages. This chapter is intended to comply with the provisions of I.C. 5-11-1-27(j), and State Examiner Directive 2015-6 issued November 18, 2015, amended April 7, 2016, and each as currently in effect, or amended hereafter from time to time.

**3.65.020 Materiality Threshold**

(A) There are hereby established materiality thresholds for the purposes of reporting irregular variances, losses, shortages and thefts.

(B) The materiality thresholds to determine the necessity of reporting by the Town shall be determined by the activity as follows:

(1) For Governmental Activities, which includes all activities that are not associated with the Department of Waterworks or the Department of Public Sanitation and Sanitary District, the materiality threshold shall be Fourteen Thousand (\$14,000.00) Dollars;

(2) For activities associated with the Department of Waterworks, the materiality threshold shall be Seven Thousand (\$7,000.00) Dollars;

(3) For activities associated with the Department of Public Sanitation and Sanitary District, the materiality threshold shall be Ten Thousand (\$10,000.00) Dollars.

(C) If the irregular variance, loss or shortage is not cash or a cash-equivalent, the value of the item at the time of the variance, loss or shortage shall be used to determine whether the materiality threshold has been met.

(D) All irregular variances, losses or shortages exceeding the above thresholds shall be reported upon completion of the bank reconciliations or within thirty (30) Days of the monthly accounting period closing, whichever occurs first, to the State of Indiana Board of Accounts. In addition, irregular variances, losses or shortages which occur more often than four (4) times in a month and which in the aggregate total the amounts indicated above shall be reported immediately to the State of Indiana Board of Accounts.

(E) Any *theft* of public funds or assets of *any* value upon discovery, shall be immediately reported to the State of Indiana Board of Accounts and the Office of the Lake County Prosecuting Attorney. Materiality does not apply.

#### **3.65.030 Duties of Public Officers with Knowledge of Misappropriation**

(A) A public officer who has knowledge of or reasonable cause to believe that there has been a misappropriation and/or theft of public funds or assets of the public office shall immediately send written notice of the misappropriation and/or theft to the State of Indiana Board of Accounts and the Office of the Lake County Prosecuting Attorney, all pursuant to I.C. 5-11-1-27(l).

(B) In addition, the public officer shall send the written notice described in section 3.65.030(A) to the Town Clerk-Treasurer and the Town Council President.

#### **3.65.040 Maintenance of Documentation**

The Town shall maintain records and documentation concerning irregular variances, losses, shortages and thefts in accordance with the required minimum internal control standards established as required by Chapter 3.60 of the Highland Municipal Code and the State of Indiana Board of Accounts.

#### **3.65.050 Resolution of Incidents Not Meeting the Materiality Threshold**

(A) The Town shall immediately, upon discovery, investigate all irregular variances, losses, or shortages regardless of whether such meet the materiality threshold established by this chapter.

(B) Upon conclusion of each such investigation, the Town shall:

(1) Implement procedures designed to prevent the recurrence of such incidents; and

(2) Take appropriate action toward the employee(s)/Town Official(s) responsible for the incident, which may include additional training, instruction, or disciplinary action.

#### **3.65.060 Periodic Review of the Thresholds**

The materiality thresholds fixed in this chapter shall be periodically reviewed for sufficiency by the Office of the Clerk-Treasurer. When appropriate, the Office of the Clerk-Treasurer shall recommend to the Town Council such amendments as may be desirable or necessary to further perfect the sufficiency of the thresholds.

**Section 3.** That this ordinance shall be effective from and after its passage and adoption as evidenced by the signature of the Town Council President and attested thereto by the Clerk-Treasurer, all pursuant to IC 36-5-2-10 and IC 36-5-2-10.2.

Introduced and Filed on the 28<sup>th</sup> day of December 2016. Consideration on same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

**DULY ORDAINED and ADOPTED** this 28th Day of December 2016, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

Bernie Zemen, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5; IC 36-5-2-10.2)

**4. Proposed Ordinance No. 1641:** An Ordinance To Establish The Wage And Salary Rates Of The Elected Officers, The Non-Elected Officers, And The Employees Of The Town Of Highland, Indiana And To Amend Provisions In The Compensation And Benefits Ordinance, As Required. (*Scrivener note: The ordinance enacts a five percent general increase for all full-time workers plus paid on call firefighters and a six percent general*

*increase for police officers with the rank of corporal and above.)*

With leave from the Town Council, Councilor Herak indicated that he supported raises generally, but did not favor treating the ranks of corporal and above differently from the rest of the workforce by giving a higher percentage increase. Councilor Herak further noted that if there was a concern regarding sufficiency of separation between supervision and the patrol officer ranks that could be studied and then implemented later if such findings supported this.

Council President Zemen, with leave from the Town Council, noted that the Town Council did not receive a pay increase in this ordinance.

Councilor Herak introduced and moved the consideration of Ordinance No. 1641 at the same meeting of its introduction. Councilor Wagner seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance could be considered at the same meeting of its introduction.

Councilor Kuiper moved the passage and adoption of Ordinance No. 1641 at the same meeting of its introduction. Councilor Wagner seconded. Upon a roll call vote, a two-thirds vote being necessary, there were four affirmatives and one negative. With Councilors Vassar, Wagner, Kuiper and Zemen voting in the affirmative and Councilor Herak voting in the negative, the motion passed. The ordinance was passed and adopted at the same meeting of its introduction.

**ORDINANCE No. 1641  
of the  
TOWN of HIGHLAND, INDIANA**

**AN ORDINANCE to ESTABLISH THE WAGE and SALARY RATES of the ELECTED OFFICERS, the NON-ELECTED OFFICERS, and the EMPLOYEES of the TOWN of HIGHLAND, INDIANA and to AMEND PROVISIONS IN THE COMPENSATION and BENEFITS ORDINANCE, As REQUIRED.**

**WHEREAS**, Title 36, Article 1 Chapter 4 of the Indiana Code confers certain general corporate powers on the several units of government in Indiana;

**WHEREAS**, Section fifteen of that chapter specifically provides that a unit of government may fix the level of compensation of its officers and employees; and

**WHEREAS**, I.C. 36-5-3-2 further provides in pertinent part that the town legislative body shall provide reasonable compensation for the other town officers and employees;

**WHEREAS**, I.C. 36-5-3-2(b), still further provides that the Town Legislative body shall, by ordinance fix the compensation of its own members and the Town Clerk-Treasurer;

**WHEREAS**, I.C. 36-5-3-2(c) still further provides that the compensation of an elected town officer may not be changed in the year for which it is fixed, nor may it be reduced below the amount fixed for the previous year; and

**WHEREAS**, The Town Council of the Town of Highland, as the town legislative body, now desires to fix the compensation of its elected officers, appointed officers and employees of the Town for the year ensuing and thereafter;

**NOW, THEREFORE, BE IT HEREBY ORDAINED** by the Town Council of the Town of Highland, Lake County, Indiana, that the Wages, Salaries, and special detail levels of the Officers and Employees of the Town of Highland, are hereby established and fixed, pursuant to the provisions indicated herein and as follows:

**Section 1.** (A) That except as otherwise expressly provided in this ordinance or the compensation and benefits ordinance, the base salary or wage outlined in this ordinance is hereby authorized for all regular full-time employees of the municipality who occupy an authorized position of the municipality at the time of its passage and adoption, with any changes set forth herein to be effective **from January 1, 2017 or at the conclusion of an authorized medical disability leave;**

(B) That department heads and the Clerk-Treasurer are hereby authorized to grant an increase in the amount of up to **thirty-five cents (35¢)** per hour, at the department head's or the clerk-treasurer's discretion, for regular part-time, non-temporary employees and street crossing guards currently in



**(B) Advisory Board of Zoning Appeals**

Chairman(1)	\$ 150 per quarter
Members (4) each	\$ 120 per quarter
Attorney	paid at an hourly rate according to terms set forth in attorney's letter of acceptance on file.
Recording Secretary	\$ 50 per month

**(C) Municipal (Advisory) Plan Commission**

Chairman (Citizen member) (1)	\$ 150 per quarter
Citizen Member Secretary (1)	\$ 120 per quarter
Citizen Members (2)	\$ 120 per quarter
Legislative Body appointees (3)	see below

If legislative body appointees are elected or appointed officials of the municipality, they are not entitled to pay for service on municipal plan commission in order to be consistent with the purposes of Article 2, Section 5 of the Indiana Constitution.

Attorney	paid at an hourly rate according to terms set forth in attorney's letter of acceptance on file.
Recording Secretary	\$ 50 per month

**(D) Town Board of Metropolitan Police Commissioners**

Chairman (1)	\$ 50 per month
Members (4)	\$ 40 per month
Attorney	\$ 200 per month
Recording Secretary	\$ 50 per month

(Commissioners salaries are payable monthly. Pursuant to State law; Confer IC 36-8-9-3(e))

**(E) Board of Sanitary Commissioners**

The Town Council hereby incorporates by reference and approves the compensation for each individual commissioner of the Board of Sanitary Commissioners pursuant to the provisions of I.C. 36-9-25-3(e) which reads: "The appointed commissioners are entitled to a salary of not less than three thousand six hundred dollars (\$3,600) a year during actual construction and not less than six hundred dollars (\$600) a year in other years:

**(1) During Actual Construction:**

President (1)	\$ 4,500.00 per year (\$375.00 mo.)
Commissioners (4) each	\$ 3,600.00 per year (\$300.00 mo.)

**(2) During other years:**

President (1)	\$ 750.00 per year (\$62.50 mo.)
Commissioners (4) each	\$ 600.00 per year (\$50.00 mo.)

**(F) Water Works Board of Directors**

President (1)	\$ 50 per month
Citizen Members (4) each	\$ 40 per month

**(G) Park and Recreation Board**

President (1)	\$150 per quarter
Citizen Members (3) each	\$ 120 per quarter

- Member appointed by School Board (1) See below
- Member appointed by Library Board (1) See below

**Authority to Fix this compensation:** IC 36-10-3-9(a). The salary of any board members whose appointing authority is other than the **Town Legislative Body** will not be paid from the Municipal Treasury but may be paid from the treasury of the appointing authority, subject to law. However, any Board member whose appointing authority is other than the **Town Legislative Body** has all other rights of members appointed by the **Town Legislative Body** including the payment of actual expenses as provided in IC 36-10-3-9(b).

**(H) Redevelopment Commission**

Redevelopment Commissioners who do not otherwise hold a lucrative office for the purpose of Article 2, Section 5 of the Indiana Constitution shall receive the salary, which is hereby fixed as follows:

President	(1)	\$ 50 per month
Vice President	(1)	\$ 40 per month
Secretary	(1)	\$ 40 per month
Members	(2)	\$ 40 per month

All Redevelopment Commissioners are entitled to reimbursement for expenses necessarily incurred in the performance of their duties. (Pursuant to State law; Confer IC 36-7-14-7(f)(g));

**Section 7. Office of the Clerk-Treasurer.** That subject to the provisions of this ordinance, the salary and wages for the elected officers, non-elected officers and employees of the Town of Highland are hereby fixed for its Office of the Clerk-Treasurer as follows:

**(A) Elected Officer**

That the salary of the clerk-treasurer shall be paid biweekly and shall be hereby fixed as set forth below:

(1) That the compensation for a Clerk-Treasurer possessing a graduate level degree in related field granted from an accredited university or college and possessing five or more relevant professional certifications from a generally accepted professional association including but not limited to Indiana League of Municipal Clerks and Treasurers, International Institute of Municipal Clerks, Association of Public Treasurers, Government Finance Officers Association, Society of Management Accountants or the American Society of Public Accounts is hereby fixed as follows:

Clerk-Treasurer: \$ 3,042.22 bi-weekly;  
 (The Clerk-Treasurer has 5 certifications and a M.P.A. at date of passage)

(2) That, subject to subdivision (D), the compensation for a Clerk-Treasurer possessing no relevant professional certification(s) from a generally accepted professional association nor possessing a graduate level degree in a related field granted from an accredited University or College is hereby fixed at **\$2,614.38** bi-weekly;

**(B) Deputy Clerk-Treasurer**

(1) That the base compensation for a deputy clerk-treasurer possessing no relevant professional certification(s) from a generally accepted professional association nor possessing a baccalaureate level degree in a relevant field granted from an accredited University or College is hereby fixed as follows:

	<b>Starting Rate</b>	<b>Incumbent Rate (after 1 year)</b>
Deputy Clerk-Treasurer:	\$ 1,777.73	\$ 1,861.92 bi-weekly

(2) That the compensation for a deputy clerk-treasurer possessing both **baccalaureate** level degree in a relevant field granted from an accredited University or College and a **single relevant professional certification** from a generally accepted professional association including but not limited to Indiana League of Municipal Clerks and Treasurers, International Institute of Municipal Clerks, Association of Public Treasurers, Government Finance Officers Association, Society of Management Accountants or the American Society of Public Accounts is hereby fixed as follows:

	<b>Starting Rate</b>	<b>Incumbent Rate</b>
	\$ 1,983.92	\$ 1,983.92 bi-weekly

**(C) Associate Employees and Staff**

		<b>Starting Rate</b>	<b>Incumbent Rate</b>
(1) Encumbering Officer	( 1 )	\$18.64	\$18.64 hr.
(2) Associate Clerk, Payroll & Personnel	( 1 )	\$18.64	\$18.64 hr.
(3) Chancery / Bursar Clerk, senior	( 1 )	\$17.95	\$17.95 hr.
(4) Chancery / Bursar Clerk	( 2 )	\$17.64	\$17.64 hr.
(5) Lead Utility Clerk	( 1 )	\$18.64	\$18.64 hr.
(6) Utility Systems Clerk	( 2 ) <sup>xx</sup>	\$17.64	\$17.64 hr.
(7) Chamberlain Clerk (part-time)	( X )	\$14.68	\$14.68 hr.
(8) Chancery & Bursar Aide (part-time)	( X )		\$ 7.25 to 14.68 hr.

<sup>if</sup> a worker is assigned the **Lead Utility Clerk** position, the authorization for this position is reduced to one (1).

(9) Information Technology Coordinator (part-time) \$16.00 hr. \$16.00 hr.

(10) For the purpose of training or special assistance, retired senior staff or separated staff may be paid as part-time workers at the hourly rate equivalent of the approved position held at separation including longevity and certification pay prior to retirement or separation.

**(D) Certifications:** That a full-time worker described in subsection (B) and (C), or the Clerk-Treasurer described in (A)(2) possessing a relevant professional certification from a generally accepted professional association including **but not limited to** Indiana League of Municipal Clerks and Treasurers, International Institute of Municipal Clerks, Association of Public Treasurers, Government Finance Officers Association, Society of Management Accountants, the American Society of Public Accounts, the American Water Works Association, or the American Payroll Association as may be authorized or approved by the proper officer, the base rate shall have an additional compensatory adjustment according to the following schedule:

		<i>Salaried adds</i>	<i>Hourly adds</i>
Indiana Accredited Municipal Clerk	(IAMC)	\$36.80 bi-weekly	46¢ per hour
Certified Municipal Clerk	(CMC)	\$46.00 bi-weekly	58¢ per hour
Master Municipal Clerk	(MMC)	\$67.88 bi-weekly	85¢ per hour
<i>(MMC pay substitutes and replaces the CMC pay. Pursuant to IIMC rules, the MMC replaces the CMC and that designation is dropped)</i>			
Certified Public Finance Administrator	(CPFA)	\$46.00 bi-weekly	58¢ per hour
Certified Public Funds Investment Manager	(CPFIM)	\$35.05 bi-weekly	44¢ per hour
Certified Public Finance Officer	(CPFO)	\$92.00 bi-weekly	\$1.15 per hour
Fundamental Payroll Certification	(FPC)	\$46.00 bi-weekly	58¢ per hour
Certified Payroll Professional	(CCP)	\$67.88 bi-weekly	85¢ per hour
(Utility) Customer Service Representative	(CCR)	\$67.88 bi-weekly	85¢ per hour

For any qualifying professional certification that is unlisted, the pay shall be based upon the established rate for the CMC credential.

**(E) Additional provisions Training and Transition.**

For any position described in subsections (B) and (C), a duly selected or promoted successor employee may be paid at the new position's pay rate even when the position is still occupied by a departing incumbent employee for the purposes of training by the incumbent employee. The foregoing training pay arrangement may not be for a period of longer than forty-five (45) days.

**Section 8. Building and Inspection Department.** That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Building and Inspection Department** as follows:

	<b>Starting Rate</b>	<b>Incumbent Rate</b>
<b>(A) Chief Inspector/Building Commissioner ( 1 )</b>		\$, 2,668.94;

**(B) Assistant Inspectors:**

(1) Assistant Inspector Ordinance Enforcement (part-time)	\$ 10.45-\$25.65 hr.
(2) Assistant Inspector for Electrical (part-time)	\$ 22.75 - \$30.00 hr.

(3) Notwithstanding the provisions of Section § 2.05 of the Compensation and Benefits Ordinance, the hourly part-time employees performing enforcement duties are regular part-time employees, however

they may regularly work up to 78 hours in a pay period.

- (4) Assistant Inspector for Plumbing (part-time) \$17.00 for each one-unit plumbing examination proctored as provided in § Section 15.20.020 (G)(1), and thus hereby amended.
- \$24.00 for each inspection performed as described in Section 15.20.020 (G)(2) of the Highland Municipal Code, and thus hereby amended.

**(C) Associate Employees and Staff**

		<b>Starting Rate</b>	<b>Incumbent Rate</b>
(1) Inspection Clerk	( 1 )	\$15.04	\$15.04
(2) Inspection Secretary	( 1 )	\$18.12	\$18.12

**Section 9. Public Works Department (Agency).** That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Public Works Department** as follows:

**(A) Supervisory Employees**

		<b>Starting Rate</b>	<b>Incumbent Rate</b>
<b>(1) Public Works Director</b>	( 1 )		
With an employer provided vehicle:		\$ 3,208.72	\$3,208.72
Without an employer provider vehicle:		\$ 3,369.68	\$3,369.68
<b>(2) Assistant Public Works Director</b>	( 1 )		
With an employer provided vehicle:		\$ 2,677.11	\$ 2,677.11
Without an employer provider vehicle:		\$ 2,838.11	\$ 2,838.11
<b>(3) Operations Director</b>	( 1 )		
With an employer provided vehicle:		\$ 2,677.11	\$ 2,677.11
Without an employer provider vehicle:		\$ 2,838.11	\$ 2,838.11
<b>(4) Division Supervisors</b>			
Supervisor Streets	( 1 )	\$ 2,262.42	\$ 2,262.42
Supervisor Water & Sewer	( 1 )	\$ 2,262.42	\$ 2,262.42
Supervisor Maintenance	( 1 )	\$ 2,262.42	\$ 2,262.42
Supervisor Facilities	( 1 )	\$ 2,262.42	\$ 2,262.42

**(B) Associate Staff and Employees**

		<b>Starting Rate</b>	<b>Incumbent Rate</b>
<b>(1) Public Works Secretary</b>	( 1 )	\$18.12	\$21.36
<b>(2) Dispatch Clerk</b>	( 1 )	\$16.38	\$16.38
<b>(3) Senior Utility Technician</b>	( 1 )	\$22.20	\$22.20
<b>(4) Utility Technician</b>	( 2 )	\$17.82	\$17.82
<i>This position subject to base modification as outlined in subdivision E</i>			
<b>(5) Utility Worker /Equipment Operator A</b>	( 3 )	\$22.20	\$22.20
<b>(6) Utility Worker /Equipment Operator B</b>	( 2 )	\$21.25	\$21.25
<b>(7) Pump Station Operator</b>	( 2 )	\$19.17	\$19.17
<i>This position subject to base modification as outlined in subdivision E</i>			
		<b>Starting Rate</b>	<b>Incumbent Rate</b>
<b>(8) Street Sweeper Operator</b>	( 1 )	\$19.65	\$19.65
<b>(9) Utility Worker/Driver A</b>	( 4 )	\$ 21.25	\$ 21.25
<b>(10) Utility Worker/Driver B</b>	( 3 )	\$ 18.23	\$ 18.23
<b>(11) Utility Worker/Driver C</b>	( 2 )	\$ 15.40	\$ 15.40
<b>(12) Senior Mechanic</b>	( 1 )	\$ 21.95	\$ 21.95

(13) Mechanic	( 1 )***	\$ 19.96	\$ 19.96
(14) Mechanic	( 2 )	\$ 19.96	\$ 19.96-\$21.46

*The mechanic position subject to base modification as outlined in subdivision E*

\*\*\* Once a worker is assigned the **Senior Mechanic's** position, the authorization for this position is reduced to zero (0).

(15) Sign & Traffic Control Technician	( 1 )	\$ 18.42	\$ 18.42
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*This position subject to base modification as outlined in subdivision E*

(16) Utility Worker A	( 3 )	\$16.10	\$16.10-\$17.51
(17) Utility Worker B	( 3 )	\$12.43	\$12.43
(18) Custodian	( 1 )	\$14.91	\$14.91
(19) Attendant Town Garage	( 1 )	\$13.85	\$14.48

(20) Secretary (part-time)	\$ 7.25-\$18.12 per hr.
(21) Laborer ( <i>not truck driver</i> )(part-time)	\$ 7.25-\$ 11.64 per hr.
(22) Laborer, Seasonal Leaf Collection	\$ 9.00 per hour.
(23) Master Gardener/Streetscaping (part-time)	\$12.00 - \$ 14.00 per hr.

**(D) Additional provisions.**

For any position described in subsection (B) a duly selected or promoted successor employee may be paid at the new position's pay rate even when the position is still occupied by a departing incumbent employee for the purposes of training by the incumbent employee. The foregoing training pay arrangement may not be for a period of longer than forty-five (45) days.

**(E) Certifications:** That a full-time worker described below possessing a relevant professional certification from a generally accepted professional association as may be authorized or approved by the proper officer, the base rate shall have an additional compensatory adjustment according to the following schedule:

- (1) The positions *Pump Station Operator, Utility Technician, Mechanic and Sign & traffic Control Technician* are eligible for the following certification pay:

Commercial Drivers License add to the hourly base pay: \$ 0.61

- (2) The positions *Pump Station Operator and Utility Technician* are eligible for the following certification pay:

DSL Operators' License add to the hourly base pay: \$ 1.21  
CT Operator's License add to the hourly base pay: \$ 1.21

- (3) The position *Pump Station Operator* is eligible for the following certification pay:

Backflow prevention license add to the hourly base pay: \$ 0.61

- (4) The position of *Sign and traffic Control Technician* is eligible for the following certification pay:

MUTCD\* Certification add to the hourly base pay: \$ 1.21

\*Satisfactory completion of training course on the Manual of Uniform Traffic Control Devices as provided by the American Public Works Association (APWA), Local Technical Assistance Program (LTAP), the American Traffic Safety Services Association (ATSSA) or the International Municipal Sign Association (ISMA).

- (F) **Stand-by Duty.** During particular work periods workers in the Public Works Department (Agency) will be scheduled to stand-by, which may mean the worker will be engaged to wait for mobilization. The Public Works Director will publish written guidelines regarding administration of this duty. There is an authorized rate that shall be fixed at an hourly rate to be applied by the number of hours of stand-by duty that is assigned in a bi-weekly period. It shall be uniform for all workers. The rate is now fixed at \$1.00 per hour.

**Section 10.** *Metropolitan Police Department.* That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Metropolitan Police Department** as follows:

		<b>Starting Rate</b>	<b>Incumbent Rate</b>
(A)	Chief of the Department (1) (biweekly)	\$ 3,020.32	\$ 3,239.28

(B)	Sergeants	(8)	(biweekly)	\$ 2,652.67	\$ 2,652.67
(C)	Corporals	(10)	(biweekly)	\$ 2,503.94	\$ 2,503.94

(D) **Special Assignment.** In the event that the Town Board of Metropolitan Police Commissioners determines that it is desirable or necessary to assign or detail an officer holding the rank or grade of **Sergeant** or **Corporal** to a specialty assignment or division transfer to the Crime Impact Unit of the Highland Police Department (CIU/HPD) or participates in a Multi-Jurisdictional law enforcement assignment (GRIT/FBI), while in that detail or on that assignment, the officer is to be paid at the rate set forth below, without loss of rank, and provided that the assignment and associated pay is *position-directed*, or *economically based*, and *non-disciplinary* in purpose:

- (1) Sergeant will be paid at the rate of Corporal
- (2) Corporal will be paid at the rate of Lance Corporal
- (3) An assignment as described above will not modify in any way the authorized limit for the rank of Sergeant or Corporal as set forth in subdivisions B or C of this section.

(E) **Other Police Officers and Assignments.**

- (1) All initial appointments to the Metropolitan Police Department, regardless of previous law enforcement experience, shall be probationary in nature pursuant to Regulation 11 of the Metropolitan Police Department and under the authority of IC 36-8-9-7. The basis for promotion to the several grades (classes) will be based upon written guidelines, rules or regulations determined by the Town Board of Metropolitan Police Commissioners.
- (2) A candidate/officer possessing a Law Enforcement Academy certification is eligible for initial appointment to Police Officer classes 1-4. A candidate/officer possessing no Law Enforcement Academy certification is only eligible for initial appointment to Police Officer class 4.
- (3) There is established a pay grade styled as Police Officer 1 (Special). An officer possessing the rank of Police Officer First (Class), that possesses at least thirty four years of service as a police officer, the last twenty-five of which have been served consecutively and successfully with the Highland Metropolitan Police Department, shall be paid the identified biweekly salary as base pay. For the purposes of establishing pension benefits under IC 36-8-1-11, IC 36-8-6-9, IC 36-8-6-9.6, IC 36-8-8.5 and IC 36-8-8-11, employee contributions under IC 36-8-6-4(3) and IC 36-8-8-8, or employer contributions under IC 36-8-8-6, the salary of the Patrol Officer 1 (Special) plus the longevity pay fixed for twenty years shall be used.

	Starting Rate	Incumbent Rate
<b>(4) Patrol Officers:</b>		
Police Officer 1 (Special)	\$ 2,719.55	\$ 2,719.55
Police Officer 1	\$ 2,367.74	\$ 2,367.74
Police Officer 2	\$ 2,088.29	\$ 2,088.29
Police Officer 3	\$ 1,955.43	\$ 1,955.43
Police Officer 4 (no LEA certification)	\$ 1,771.27	\$ 1,771.27

(5) The following represent **assignments** in the Metropolitan Police Department for which the following salaries are authorized. Persons so assigned shall be paid the greater of the assigned person's pay attached to his or her actual service rank or grade or the pay associated with the listed assignments depicted as follows:

	Starting Rate	Incumbent Rate
Assistant Chief	\$ 3,020.32	\$ 3,020.32
Division Commander ( 2 )	\$ 2,801.37	\$ 2,801.37
Deputy Commander ( 1 )	\$ 2,727.02	\$ 2,727.02

(6) The following rank has been deemed a **trace** rank. Only officers employed in good standing with the Metropolitan Police Department **on or before April 12, 2001** shall be eligible to elevation to the trace rank of Lance Corporal. This trace rank shall be conferred on all Patrol Officers First Class, who meet the date eligibility indicated, who have successfully completed ten (10) years of continuous service with the Highland Metropolitan Police Department and upon approval of the Town Board of Metropolitan Police Commissioners. Officers currently holding such rank will continue to hold such rank until their **promotion** or separation from service with the Metropolitan Police Department at the level of pay set forth in this ordinance. Having separated, an officer having once been eligible to hold the trace rank or having the trace rank at the time of separation shall not

be eligible hold such rank if officer is later re-hired unless ordered by a court.

	<b>Starting Rate</b>	<b>Incumbent Rate</b>
Lance Corporal	\$ 2,448.02	\$ 2,448.02

**(F) Other Associate Staff and Public Safety Employees**

		<b>Starting Rate</b>	<b>Incumbent Rate</b>
(1) **Support Services Administrator	( 1 )	\$ 1,894.96	\$ 1,937.60

\*\* The terms of the employment agreement adopted by the Town Council on 29 June 2006 are incorporated and ratified by reference and by proper Resolution regarding the Support Services Administrator, pursuant IC 36-5-3-2 and IC 36-8-2.

		<b>Starting Rate</b>	<b>Incumbent Rate</b>
(2) Systems Administrator/ IT & Training Officer	( 1 )	\$1,696.15	\$2,342.31 bi-weekly
(3) Secretary	( 1 )	\$ 18.12	\$ 20.98 per hr.
(4)Lead Support Services Clerk	( 1 )	\$16.09	\$17.52
Lead Support Services Training Coordinator	( 1 )	\$16.09	\$17.52
Support Services Clerk	( 2 )	\$15.04	\$16.44
Support Services Clerk (part-time)		\$15.04	\$16.44
Animal Warden (part-time)		\$ 8.00 hr. -	\$15.00 hr.
Crossing Guard (part-time)		\$ 9.66 hr. -	\$10.76 hr.
Sub Crossing Guard (part-time)		\$ 9.66 hr. -	\$10.76 hr.
Secretary (part-time)		\$ 17.26	\$19.98 hr.
Metropolitan Police Chaplain ( 4 )			no pay
Matron or Clerk Duty (call-out) hourly rate - 2-hour minimum			
Off-Duty Court Time (2 hour minimum) hourly rate			

**(G) Special Detail Pay Provisions:**

(1) Overtime provisions of the Compensation and Benefits Ordinance notwithstanding, the following special assignments or details will be paid at the following rate:

Special Duty/Highland Grove Security Detail: \$ 20 per hour\*\*

*\*\*Or at an hourly rate fixed as set forth in an agreement or memorandum authorized by ordinance of the municipality providing for special patrol zones and related agreements.*

(2) Overtime provisions of the Compensation and Benefits Ordinance notwithstanding, the following special assignments or details will be paid at the following rate:

Special Community Events sponsored by the Municipality by one or more of its executive Departments, agencies, or councils:  
1.5 times the base hourly wage rate of 1st Class Patrol Officer (w/o longevity.)

(3) Overtime provisions of the Compensation and Benefits Ordinance notwithstanding, the following special assignments or details will be paid at 1.5 times the composite rate (base rate plus longevity rate) of the assigned officer for hours performing the special assignment, provided such rate is lawful and authorized under the terms of the supporting grant:

Lake County Task Drug Task Force  
Grant Supported Special Law Enforcement Detail(s) or Patrols  
(OWI; DWI; Sobriety Checks/Domestic Violence Duties/)

- (4) No rate of pay may be fixed for any regular duty or special detail or described employment, regardless of the source of funds, that has not been authorized or provided for in this Wage and Salary Ordinance as amended in effect or the Compensation and Benefits Ordinance as amended and in effect;

(H) **Specialty Pay:**

( 4 )	Range Officers	\$52.50 per month
( 8 )	Field Training Officers	\$52.50 per month
( 1 )	Systems Administrator	\$52.50 per month

Specialty payments to be made for those months as prescribed by the Chief of Police in each category. Range instructors are paid only during the months May through October.

- (I) **Stand-by Duty.** During particular work periods workers in the Police Department (Agency) will be scheduled to stand-by, which may mean the worker will be engaged to wait for mobilization. The Police Department will publish written guidelines regarding administration of this duty. There is an authorized rate that shall be fixed at an hourly rate to be applied by the number of hours of stand-by duty that is assigned in a bi-weekly period. It shall be uniform for all workers. The rate is now fixed at \$1.00 per hour not to exceed \$1,000.00 per year.

**Section 11.** *Parks and Recreation Department.* That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Parks and Recreation Department** as follows:

(A) **Supervisory Staff or Employees**

		<b>Starting Rate</b>	<b>Incumbent Rate</b>
(1) Superintendent of Parks and Recreation	( 1 )		
With an employer provided vehicle:			\$ 2,716.91
Without an employer provider vehicle:			\$ 2,877.91
(2) Director of Recreation	( 1 )		\$ 1,942.46
(3) Recreation Supervisor	( 3 )	\$ 1,356.51	\$ 1,356.51 - \$1,444.63
(4) Director of Parks	( 1 )	\$2,252.07	\$2,252.07

(B) **Associate Staff and Employees**

		<b>Starting Rate</b>	<b>Incumbent Rate(s)</b>
(1) Park Secretary	( 1 )	\$18.12	\$ 18.12 hr.
(2) Park Repairs Specialist	( 1 )	\$16.86	\$16.86 - \$18.90 hr.
(3) Park Specialist I	( 3 )	\$14.73	\$14.73-\$18.02 hr.
(4) Park Specialist II	( 3 )	\$11.89	\$12.43
(5) Custodians	( 3 )	\$11.89	\$12.43-\$12.63 per hr.
(6) Part-time workers:			
Laborers (part-time)		\$7.25	-12.10 per hr.
Recreation Leaders (part-time)		\$7.25	-12.10 per hr.
Recreation Program Instructors		\$7.25	- 50.00 per hr.

Pursuant to IC 36-10-3-10(b), the Park and Recreation Board shall fix the compensation of the positions in which a range for salaries or wages are indicated in this Ordinance.

(C) **Certifications:** That a full-time worker described below possessing a relevant professional certification from a generally accepted professional association as may be authorized or approved by the proper officer, the base rate shall have an additional compensatory adjustment according to the following schedule:

	<i>Salaried adds</i>	<i>Hourly adds</i>
Certified Park & Recreation Professional (CPRP)	\$46.00 bi-weekly	58¢ per hour

**Section 12.** *Fire Department.* That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Fire Department** as follows:

	<b>Starting Rate</b>	<b>Incumbent Rate</b>
(A) Chief of Department/Fire Inspector ( 1 )		\$2,550.95

**(B) Supervisory Staff or Specialty Employees**

	<b>Starting Rate</b>	<b>Incumbent Rate</b>
Assistant Chief for Logistics (1)		\$ 411.66 per quarter
Assistant Chief for Planning (1)		\$ 329.33 per quarter
Assistant Chiefs for Operations (3)		\$ 329.33 per quarter
Station Captains (2)		\$ 137.22 per quarter
Lieutenants (7)		\$ 96.05 per quarter
Mechanics (1)		\$ 137.22 per quarter

(C) *Supervisory and Regular Employee pay treatment.* Except as otherwise provided for the Fire Chief, the compensation for the positions listed above shall be considered in addition to any and all such compensation earned as a firefighter. However, full-time Town employees who are also members of the Highland Fire Department shall not be entitled to additional compensation when responding to fire or ambulance calls while on duty at their regular full-time position.

(D) *Fire Chief Limitations.* The Fire Chief shall not be entitled to additional compensation apart from his bi-weekly salary when responding to fire or ambulance calls nor for any training nor inspection participation.

**(E) Support staff**

Secretary (part-time)	\$ 18.12 per hr.
Custodian (part-time)	\$7.25 –15.00 per hr.

**(F) Fire Fighters compensation**

Firefighters compensation shall be paid quarterly as follows:

(1) Fire Calls <i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i>	<b>\$ 13.72 hr.</b>
(2) Training <i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i>	<b>\$ 13.72 hr.</b>
(3) Special Preparedness duties/ details <i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i>	<b>\$ 13.72 hr.</b>
(4) Special Maintenance (non-custodial) duties/ details <i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i>	<b>\$ 13.72 hr.</b>
(5) Inspection <i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i>	<b>\$ 9.88 hr.</b>

**(G) Special Pay Protocols**

(1) For the following calls, responses or participation by the fire fighters, a stipend in lieu of direct compensation, shall be paid to the Highland Volunteer Fire Fighter Association, to be made as follows:

Still Alarms: \$ 50.00 per call

(2) Monthly General Membership Meeting:  
 \$1.00 per member in attendance as certified by the Fire Chief or his/her designee.

**Section 13.** That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

**Section 14.** That except where otherwise noted herein, other compensation and benefits matters not expressly provided herein for salaried and hourly employees and the clerk-treasurer shall be as set forth in the Compensation and Benefits Ordinance, commonly called the Employee Handbook as amended from time to time. The pay period is hereby defined as bi-weekly. The bi-weekly term for such pay represents the fourteen (14) day period, commencing at 12:01 a.m. Sunday and extending to and concluding just before Midnight of the second following Saturday, immediately preceding the week of the scheduled payday; beginning on January 1, 2017 and continuing thereafter;

**Section 15.** (A) That an emergency exists for the immediate taking affect of this Ordinance, which, subject to the provisions of this ordinance, shall become effective and shall remain in full force and effect from and after the date of its passage and adoption, **but not sooner than January 1, 2017**, pursuant to any effective dates herein described and until its repeal or amendment by subsequent enactment;

(B) That the Clerk-Treasurer shall have authority to implement the provisions of this ordinance pursuant to the authority expressly set forth in IC 36-5-6-6 (a) (3) & (4).

Introduced and Filed on the 28<sup>th</sup> day of December 2016. Consideration on same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

**DULY ORDAINED and ADOPTED** this 28<sup>th</sup> Day of December 2016, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 1 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

Bernie Zemen, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5; IC 36-5-2-10.2)

5. **Resolution No. 2016-48:** An Exigent Resolution Providing For The Transfer Of Appropriation Balances From And Among Major Budget Classifications In The Administration & Sewage Department In The Sanitary Operating Fund As Requested By The Proper Officer And Forwarded To The Town Council For Its Action Pursuant To I.C. 6-1.1-18-6.

Councilor Wagner moved the passage and adoption of Resolution No. 2016-48. Councilor Herak seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

**TOWN OF HIGHLAND  
APPROPRIATION TRANSFER RESOLUTION  
RESOLUTION NO. 2016-48**

**AN EXIGENT RESOLUTION PROVIDING for the TRANSFER of APPROPRIATION BALANCES from and AMONG MAJOR BUDGET CLASSIFICATIONS in the ADMINISTRATION & SEWAGE DEPARTMENT in the SANITARY OPERATING FUND as REQUESTED BY THE PROPER OFFICER AND FORWARDED to the TOWN COUNCIL for its ACTION PURSUANT TO IC 6-1.1-18-6.**

**WHEREAS**, It has been determined that certain exigent conditions have developed since adoption of the original budget and it is now necessary to transfer certain appropriations into different categories than were initially appropriated for the various functions of the **Administration & Sewage Department in the Sanitary Operating Fund**;

**NOW, THEREFORE BE IT RESOLVED** by the Town Council of the Town of Highland, Lake County, Indiana as follows:

**Section 1.** That for the expenses of said municipality, the following appropriations are hereby transferred and set apart out of the funds hereinafter named for the purposes specified, subject to the laws governing the same, such sums herein transferred unless otherwise stipulated by law;

**Section 2.** That is has been shown that certain existing unobligated appropriations of the **Administration & Sewage Department in the Sanitary Operating Fund** which are not needed at this time for the purposes for which originally appropriated, and may be transferred to a category of appropriation in order to satisfy an existing need, as follows:

**SANITARY OPERATING FUND**

**Administration & Sewage Department**

Reduce Accounts:	
#310.02 Engineering Fees	\$ 305.00
<i>Total 300 Series Reductions</i>	<b>\$ 305.00</b>
Increase Accounts:	
#112.01 FICA/Medicare	\$ 305.00

<i>Total 100 Series Increases</i>	\$ 305.00
<b>Total of All Fund/Department Decreases:</b>	\$ 305.00
<b>Total of All Fund/Department Increases:</b>	\$ 305.00

**DULY RESOLVED and ADOPTED** this 28th Day of December 2016 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

Bernie Zemen, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

6. **Resolution No. 2016-49:** A Resolution Determining an Emergency and authorizing an Extension for a Temporary Interfund Loan or Transfer Pursuant to IC 36-1-8-4.

Councilor Herak moved the passage and adoption of Resolution No. 2016-49. Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

**TOWN of HIGHLAND  
RESOLUTION NO. 2016-49**

**A RESOLUTION DETERMINING AN EMERGENCY AND AUTHORIZING AN EXTENSION FOR A TEMPORARY INTERFUND  
LOAN or TRANSFER PURSUANT to IC 36-1-8-4.**

**Whereas,** The Clerk-Treasurer previously advised the Town Council that the cash balance in the **Corporation Exempt Bond & Interest Fund**, was not sufficient to meet regular operating expenses of the funds prior to the receipt of the semi-annual distribution of ad-valorem revenues so it was necessary to temporarily borrow money to enhance the fund for which the Town Council adopted **Resolution No. 2016-07** on February 1, 2016;

**Whereas,** The Clerk-Treasurer has advised that after a reviewing of revenue forecasts for all funds, there will be insufficient funds on deposit to the credit of the **Corporation Exempt Bond & Interest Fund** by December 31, 2016 to repay the temporary loan made from the **Rainy Day Fund**;

**Whereas,** The Clerk-Treasurer has further advised that it shall be necessary to declare an emergency and extend these loan repayments from December 31, 2016 to June 30, 2017, pursuant to the provisions of IC 36-1-8-4(b); and

**Whereas,** The Town Council desires to act according to the advice of the Clerk-Treasurer and declare an emergency and extend this loan repayment from December 31, 2016 to June 30, 2017, pursuant to the provisions of IC 36-1-8-4(b);

**Now, Therefore Be it Resolved** by the Town Council of the Town of Highland, Lake County, Indiana as follows:

**Section 1.** That owing to the review of revenue forecasts for all funds, the Town Council finds and determines that circumstances exist related to the temporary loan in the **Corporation Exempt Bond & Interest Fund** such that an emergency is declared, according to terms of IC 36-1-8-4(b)(1) and IC 36-1-2-4.5;

**Section 2.** That the amount of \$905.00 already borrowed for the **Corporation Exempt Bond & Interest Fund** with the amount of \$905.00 loaned by the **Rainy Day Fund**, is re-authorized and extended;

**Section 3.** That said loan repayment be extended for up to six months from the end of FY 2016 and that repayment be made to the **Rainy Day Fund** of the Town of Highland upon receipt of sufficient tax or other monies in the borrowing funds herein named, with such loans to be **repaid no later than** June 30, 2017, subject to IC 36-1-8-4(b).

**Section 4.** That actions related to the making and extension of a temporary interfund loan for this fund, pursuant to IC 36-1-8-4(b), be further affirmed, ratified and authorized, pursuant to IC 36-1-4-16.

**Section 5.** That the proper officer be further instructed to Immediately forward an original executed version of this resolution to the **State Board of Accounts** and the **Department of Local Government Finance**,

and make such changes to the affected budget documents already filed for FY 2016, if necessary, all pursuant to IC 36-1-8-4(b)(2).

**Duly Adopted** by the Town Council of the Town of Highland, Lake County, Indiana, this 28<sup>th</sup> day of December, 2016. Having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

Bernie Zemen, President IC 36-5-2-10

**Attest:**

Michael W. Griffin, IAMC/CMC/CPFA/CPFIM/CMO  
**Clerk-Treasurer** (IC 33-16-4-1; IC 36-5-6-5)

7. **Resolution No. 2016-50:** A Resolution Of The Fiscal Body Of The Town Of Highland Fixing The Official Faithful Performance Bond Of The Municipal Fiscal Officer Pursuant to I.C. 5-4-1 et seq.

Councilor Herak moved the passage and adoption of Resolution No. 2016-50. Councilor Wagner seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

**TOWN of HIGHLAND  
Town Council Resolution No. 2016-50**

**A RESOLUTION of the FISCAL BODY of the TOWN of HIGHLAND FIXING the OFFICIAL FAITHFUL PERFORMANCE BOND of the MUNICIPAL FISCAL OFFICER PURSUANT to I.C. 5-4-1 et seq.**

**WHEREAS**, The Town Council of the Town of Highland serves as both the legislative and fiscal body of the municipality, all pursuant to I.C. 36-1-2-6, I.C. 36-1-1-2-9 and I.C. 36-5-2-2;

**WHEREAS**, The Clerk-Treasurer is required to file an individual surety bond conditioned on the Clerk-Treasurer's faithful performance of the duties of the office of clerk-treasurer, including the duty to comply with I.C. 35-44-1-22 pursuant to I.C. 5-4-1-18(a)(2) with such filing subject to I.C. 5-4-1-9;

**WHEREAS**, The Highland Town Council now desires to comply with the provisions of law identified herein,

**NOW, THEREFORE, BE IT ENACTED** by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That the Town Council hereby fixes the Individual surety for the clerk-treasurer for the year 2017 in the amount of Three Hundred Thousand Dollars (**\$300,000**);

**Section 2.** That the Town Council hereby finds and determines that the subject amount fixed for the bond is established according to the values and thresholds set forth in I.C. 5-4-1-18(e), which particularly states in pertinent part:

(A) The amount must equal thirty thousand dollars (\$30,000) for each one million dollars (\$1,000,000) of receipts of the officer's office during the last complete fiscal year before the purchase of the bond, that amount being in Fiscal Year 2015 a revenue of fifty-five million, sixty-one thousand, twenty-three dollars and eighty-four cents (\$55,061,023.84) for the purposes of the clerk-treasurer surety; and

(B) The amount may not be less than Thirty Thousand dollars (\$30,000) nor more than Three Hundred Thousand Dollars (\$300,000);

**Section 3.** That the Clerk-Treasurer be instructed and authorized to procure a surety bond pursuant to this resolution and that the proper officers take such steps as necessary to carry out the objects and purposes of this resolution;

**Section 4.** That the signature of the proper officer engrossed upon on the surety bond, shall represent the approval by the legislative body as set forth in IC 5-4-1-8(a)(6).

**DULY RESOLVED and ADOPTED** this 28<sup>th</sup> Day of December 2016, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of**

HIGHLAND, INDIANA

Bernie Zemen, President

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer

8. **Works Board Order No. 2016-45:** An Order Authorizing, and Approving the Payment of Elective Honoraria or Stipends to the Several Municipal Departments and Select Participants in Recognition of and in Goodwill for their Assistance and Support of the Several Events under the Aegis of the Community Events Commission and Ratifying the Payment of Elective Honoraria in the Annual Highland Christmas Parade.

Councilor Herak moved the passage and adoption of Works Board Order No. 2016-45. Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

THE TOWN of HIGHLAND  
WORKS BOARD ORDER NO. 2016-45

**AN ORDER AUTHORIZING, AND APPROVING THE PAYMENT OF ELECTIVE HONORARIA OR STIPENDS to the SEVERAL MUNICIPAL DEPARTMENTS AND SELECT PARTICIPANTS in Recognition of and in Goodwill for their ASSISTANCE AND SUPPORT OF THE SEVERAL EVENTS UNDER THE AEGIS OF THE COMMUNITY EVENTS COMMISSION AND RATIFYING THE PAYMENT OF ELECTIVE HONORARIA IN THE ANNUAL HIGHLAND CHRISTMAS PARADE.**

**Whereas,** The Town Council for the Town of Highland is the Legislative and Fiscal Body of the Municipality as well as the works board pursuant to IC 36-1-2 et seq.,

**Whereas,** The Highland Community Events Commission, did organize and marshal several community events which included but were not limited to the annual Independence Day and Christmas Parades, the annual Independence Day Festival, and Historic Re-Enactments; and

**Whereas,** The Highland Community Events Commission did rely on the support and special services of the Highland Parks and Recreation Department, the Public Works Department (Agency) and the Volunteers in Police Services (VIPS) bureau as well as the Police Explorers of the Metropolitan Police Department in carrying out its programming for the year;

**Whereas,** The Highland Community Events Commission has informed the Town Council that it has been customary and is highly desirable for the payment of an honorarium or stipend to some of the participating municipal departments in recognition of their laudable support and contribution to the special event programming during the year;

**Whereas,** The Highland Community Events Commission has further recommended, requested and identified appropriations in the Special Events Non Reverting Fund be authorized to support the payment of these honoraria and stipends;

**Whereas,** The Town Council has been reliably advised that many employees of the Highland Parks and Recreation Department and the Public Works Department (Agency) and the Volunteers in Police Services (VIPS) bureau of the Metropolitan Police Department, do expend time, labor and creative process to support the Town of Highland's community programming; and,

**Whereas,** The Highland Community Events Commission, did organize and marshal the annual Christmas Parade; and

**Whereas,** The Highland Community Events Commission has recommended, requested and identified appropriations in the Special Events Non Reverting Fund be authorized to support the payment of these honoraria and stipends; and,

**Whereas,** Under its authority of IC 36-1-3, The Town passed and adopted Section §2.35.030 of the Highland Municipal Code which provides in pertinent part that the Town Council is authorized to budget and appropriate funds from the general fund of the town to pay the expenses incurred in promoting the best interests of the town and that such expenses may include, but not necessarily be limited to those incurred in developing relations with other units of government or any other expenses of civic or governmental nature deemed by the Town Council to be in the interests of the Town; and,

Whereas, The Town Council has reviewed the matter, and now desires to make findings and determinations related to these recommendations and requests and to favor the recommendation and request of the Community Events Commission, as made at its meeting of December 8, 2016,

**Now Therefore Be it hereby Ordered** by the Town Council of the Town of Highland, Lake County, Indiana:

**Section 1.** That the following named municipal departments, agencies or departmental bureaus, be paid an elective honorarium in the amount specified, in appreciation and recognition of their contribution and support for the year's community events, as follows:

(A)	Parks and Recreation Department	\$500.00
(B)	Public Works Department (Agency)	\$300.00
(C)	VIPS Bureau of the Metropolitan Police Department	\$200.00
(D)	Police Explorers	\$200.00

**Section 2.** That the following named groups or bands, which participated in the most recent **Christmas Parade**, as may be identified by the Community Events Commission, be paid an elective honorarium, in appreciation and recognition of this participation as follows:

(A)	Lady Shriners	\$200.00
(B)	Michigan City Shriners	\$200.00
(C)	Bishop Noll Band	\$200.00
(D)	Hobart Shriners	\$200.00
(E)	Highland High School Band	\$200.00

**Section 3.** That the Town Council hereby finds and determines that the forgoing activities and items of expense are lawful and proper expenses incurred in promoting the best interests of the Town as set forth in Section §2.23.030 of the Highland Municipal Code which reads as follows:

§ 2.35.030 AUTHORITY OF TOWN COUNCIL TO REIMBURSE TOWN OFFICIALS FOR CERTAIN EXPENSES.

*The Town Council is hereby authorized to budget and appropriate funds from the general fund of the town to pay the expenses of, and to reimburse, town officials for expenses incurred in promoting the best interests of the town. Such expenses may include, but not necessarily be limited to meals, decorations, memorabilia, awards, expenses incurred in interviewing job applicants, expenses incurred in promoting industrial, commercial, and residential development, expenses incurred in developing relations with other units of government, and any other expenses of civic or governmental nature deemed by the Town Council to be in the interests of the town.*

**Section 4.** That the Town Council further finds and determines that the activities and expenses as described herein, while not paid from the Corporation General Fund, are uses and expenditures consistent with the purposes of the **Special Events Non Reverting Fund, when proper appropriations are accordingly approved;**

**Section 5.** That the Clerk-Treasurer is hereby authorized and instructed to prepare sufficient accounts payable vouchers against the appropriate fund and accounts for the benefit of each of the several municipal departments, agencies or bureaus as may be identified by the Community Events Commission, depicting the expense as an Honorarium or Stipend, in the amount herein fixed, to be paid to the proper *donation fund*, for the benefit of the named municipal department, agency or bureau, and to take such other measures to carry-out the purposes and objects of this order;

**Section 6.** That the Clerk-Treasurer is hereby authorized and instructed to prepare sufficient accounts payable vouchers against the appropriate fund and accounts for the benefit of each of the several participating groups or bands as may be identified by the Community Events Commission, depicting the expense as an Honorarium or Stipend, in the amount herein fixed, to be paid according to law;

**Section 7.** That any actions taken by public officers in advance and in anticipation of the passage and adoption of this order, are hereby ratified, all pursuant to IC 36-1-4-16.

**Be it so Ordered.**

**DULY, PASSED and ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 28<sup>th</sup> day of December 2016 having passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

Bernie Zemen, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO

Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

9. **Works Board Order No. 2016-46:** An Order Authorizing and Approving An agreement between The Idea Factory and the Town of Highland to perform Professional Communications and Media Design and Development services for the Municipality. *If adopted, this will allow a two percent increase in the charges.*

Councilor Kuiper moved the passage and adoption of Works Board Order No. 2016-46. Councilor Wagner seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

**The Town of Highland  
Board of Works  
Order of the Works Board No. 2016-46**

**AN ORDER AUTHORIZING AND APPROVING AN AGREEMENT BETWEEN THE IDEA FACTORY AND THE TOWN OF HIGHLAND TO PERFORM PROFESSIONAL COMMUNICATIONS AND MEDIA DESIGN AND DEVELOPMENT SERVICES FOR THE MUNICIPALITY**

**Whereas,** The Town of Highland, through its Town Council, which is the Works Board of the Municipality has heretofore determined that a need exists to provide greater information to the public regarding the operations and services of the municipality;

**Whereas,** The Town has heretofore determined that a need exists to engage professional communications and media design and development services to assist and support the provision of greater information to the public regarding the operations and services of the municipality;

**Whereas,** Robin A. Carlascio and Theresa K. Badovich, d.b.a The Idea Factory, a media development and design, communication consulting alliance, has proposed to provide professional editorial services to assist and support the provision of greater information to the public regarding the operations and services of the municipality through the development and promulgation of a municipal newsletter;

**Whereas,** As purchasing agency, the Town Council may purchase services using any procedure it considers appropriate, pursuant to IC 5-22-6-1; and

**Whereas,** The Highland Municipal Code provides that, the Town Council may make all contracts for professional services on the basis of competence and qualifications for the type of services to be performed, and negotiate compensation that the public agency determines to be reasonable, pursuant to Section 3.05.090; and

**Whereas,** There are now or will soon be sufficient and available appropriations balances on hand to support the payments for these services under the agreement, pursuant to IC 5-22-17-3(e); and

**Whereas,** The Town of Highland, through its Town Council acting as the Works Board now desires to accept and approve the agreement for services as herein described.

**Now Therefore be it Ordered** by the Town Council of the Town of Highland, Lake County, Indiana;

**Section 1.** That the agreement (incorporated by reference and made a part of this Order) between **Robin A. Carlascio** and **Theresa K. Badovich** doing business as the **Idea Factory**, and the Town of Highland, provide professional editorial services to assist and support the provision of greater information to the public regarding the operations and services of the municipality through the development and promulgation of a municipal newsletter for the period beginning **1 January 2017 through to 31 December 2017** as described herein is hereby approved, adopted and ratified in each and every respect;

**Section 2.** That the charges under the agreement for the services, in the amount of **\$1,785 per issue**, which include publishing and coordinate a monthly newsletter to be distributed as an insert in the monthly utility invoice and other related services and website maintenance and services in the amount of **\$127.50 per week** are found to be reasonable and fair, all pursuant to IC 5-22-6-1 and Section 3.05.090 of the municipal code;

**Section 3.** That the charges under the terms of the agreement for all the services, will be paid to **The Idea Factory**, after presentation of an invoice for services, following their delivery;

**Section 4.** That the Town Council President be authorized to execute this agreement under the terms of this order with his signature as attested thereto by the Clerk-Treasurer;

**Section 5.** That the Town Council President must approve a preliminary edition of the newsletter at least two weeks prior to publication.

**Be it so Ordered.**

**DULY, PASSED, ADOPTED and ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 28<sup>th</sup> day of December 2016 having passed by a vote of 5 in favor and 0 opposed.

**WORKS BOARD of the TOWN of  
HIGHLAND, INDIANA**  
Bernie Zemen, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-16-4-1;IC 36-5-6-5)

**AGREEMENT**

This Agreement made and entered into this 28<sup>th</sup> day of December 2016, by and between the **TOWN OF HIGHLAND, BY AND THROUGH ITS TOWN COUNCIL** (hereinafter referred to as the "Town"), and **ROBIN CARLASCIO and THERESA BADOVICH d/b/a THE IDEA FACTORY** (hereinafter referred to as "Idea Factory").

**WITNESSETH THAT:**

**WHEREAS**, The Town is interested engaging the services of Idea Factory for publishing and coordinating a monthly newsletter (Gazebo Express) to be distributed throughout the Town; and

**WHEREAS**, Idea Factory is interested in entering into such an agreement and engaging its services to publish and coordinate a monthly newsletter within the Town; and

**WHEREAS**, The parties wish to reduce their agreement to writing;

**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained herein, it is agreed as follows:

1. Idea Factory agrees to publish and coordinate a monthly newsletter (Gazebo Express) to be distributed in the Town of Highland.
2. The term of this Agreement shall be for one (1) year beginning January 1, 2017, through December 31, 2017. This Agreement may be renewed by the Town of Highland from year to year based upon approval of the renewal term by the Town at the beginning of each fiscal year.
3. Idea Factory shall be paid for its services rendered pursuant to this Agreement, the sum of \$1,785.00 per issue **as well as the website maintenance fee of \$127.50 per week** and the monthly fees shall be payable to The Idea Factory at its business address, **1 Courthouse Square, Suite 207, Crown Point, Indiana 46307.**
4. This Agreement may be cancelled by either party upon such party providing the other party thirty (30) days written notice.
5. In the event the Town's appropriations are insufficient to pay the expenses of this Agreement, and upon thirty (30) days written notice being given by the Town to Idea Factory, this Agreement shall become null and void.
6. This Agreement shall be governed by the laws of the State of Indiana and shall be binding upon the parties' heirs, legal representatives, successors, and assigns.
7. That the Town Council President must approve a preliminary edition of the newsletter at least two weeks prior to publication.

**IN WITNESS WHEREOF**, this Agreement has been entered into between the parties this 28<sup>th</sup> day December 2015.

**TOWN OF HIGHLAND**

By: \_\_\_\_\_  
Bernie Zemen, President

Attest: \_\_\_\_\_  
Michael W. Griffin  
Clerk-Treasurer

**THE IDEA FACTORY**

\_\_\_\_\_  
Robin Carlascio

\_\_\_\_\_  
Theresa Badovich

**10. Works Board Order No. 2016-47: An Order Authorizing and Approving An agreement between CBL Consulting, Incorporated and the Town of Highland to perform Professional Information Technology services for the Municipality. *If adopted, this will allow a 2.6 percent increase in the monthly charges.***

With leave from the Town Council, Councilor Herak stated his belief that the Town needed to move toward having an employed IT person rather than rely on contracting this function.

Councilor Wagner moved the passage and adoption of Works Board Order No. 2016-47. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

Board of Works  
Order of the Works Board No. 2016-47

**An Order Authorizing and Approving An agreement between CBL Consulting, Incorporated and the Town of Highland to perform Professional Information Technology services for the Municipality**

**Whereas,** The Town of Highland, through its Town Council, which is the Works Board of the Municipality has heretofore determined that a need exists to provide information technology support services throughout the Town;

**Whereas,** The Town has heretofore determined that a need exists to engage professional information technology services associated with support of the several software applications and certain hardware used by the several departments of the Town; and

**Whereas,** CBL Consulting, Inc., an information technology firm, has consented to provide professional services related to certain support needs related to the information technology of the several departments of the municipality; and

**Whereas,** As purchasing agency, the Town Council may purchase services using any procedure it considers appropriate, pursuant to IC 5-22-6-1 and Section 3.05.090 of the Municipal Code; and

**Whereas,** There are sufficient and available appropriations balances on hand to support the payments for these services under the agreement, pursuant to IC 5-22-17-3(e); and

**Whereas,** The Town of Highland, through its Town Council now desires to accept and approve the agreement for services as herein described,

**Now Therefore be it Ordered** by the Town Council of the Town of Highland, Lake County, Indiana:

**Section 1.** That the letter proposal serving as an agreement (incorporated by reference and made a part of this Order) between CBL Consulting Incorporated, and the Town of Highland, to provide professional information technology support services for the period beginning *1 January 2017 through to 31 December 2017* as described in the letter proposal is hereby approved, adopted and ratified in each respect, **with the following exceptions:**

- (A) That regardless the billing frequency, payments will be made once each month in the amount described in the letter proposal;
- (B) That only those provisions that are consistent with Federal or State law will be binding upon the parties;
- (C) That there shall be no reselling of materials or supplies by CBL to the Town of Highland, unless the single purchase is not greater than \$500 and the total purchase is \$1,000 or less;

**Section 2.** That the charges under the agreement for the services, which include functioning as the Town of Highland information technology director by performing routine and necessary maintenance on equipment identified in the letter proposal, perform data protection services for the town information work product, providing technical consulting, and other related service are found to be reasonable, all pursuant to IC 5-22-6-1 and Section 3.05.090 of the Municipal Code;

**Section 3.** That the charges under the terms of the agreement for all the services, will be paid as a monthly fee to CBL Consulting, Inc., in the monthly amount of Four thousand dollars (\$4,000), a 2.6% increase over the 2016 fee, which follows increases of 2.6% in 2016, 4.10% in 2015 and 4.28% in 2014;

**Section 4.** That the executive departments of municipality may use the services according to the terms of the agreement;

**Section 5.** That, notwithstanding any provision in the letter offer, the Town of Highland through its Town Council reserves its discretion and authority provided under IC 5-22-17-5;

**Section 6.** That the Town Council President be authorized to execute any agreement under the terms of this order with his signature as attested thereto by the Clerk-Treasurer.

**Be it so Ordered.**

**DULY, PASSED, ADOPTED and ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 28<sup>th</sup> day of December 2016 having passed by a vote of 5 in favor and 0 opposed.

**WORKS BOARD of the TOWN of  
HIGHLAND, INDIANA**

Bernie Zemen, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

11. **Works Board Order No. 2016-48:** An Order Of The Works Board Approving And Authorizing The Town Clerk-Treasurer To Enter Into A Purchase And Maintenance Agreement For Seven (7) Digital Technology, Multiple Function Photocopy/Scanner/Printer/Faxing Devices, Pursuant To I.C. 5-22 And Chapter 3.05 Of The Municipal Code.

Councilor Herak moved the passage and adoption of Works Board Order No. 2016-48. Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

**Town of Highland  
Board of Works  
Order of the Works Board 2016-48**

**AN ORDER OF THE WORKS BOARD APPROVING AND AUTHORIZING THE TOWN CLERK-TREASURER TO ENTER INTO A PURCHASE AND MAINTENANCE AGREEMENT FOR SEVEN (7) DIGITAL TECHNOLOGY, MULTIPLE FUNCTION PHOTOCOPY/SCANNER/PRINTER/FAXING DEVICES, PURSUANT TO IC 5-22 AND CHAPTER 3.05 OF THE MUNICIPAL CODE.**

**Whereas,** The Town of Highland, by its Town Council, established an Information and Communications Technology Fund to affect economies, efficiencies and improved coordination of the acquisition and maintenance of certain communication and information equipment for use by the several departments of the municipality;

**Whereas,** The Town of Highland, through its IT Consultant and the Town Clerk-Treasurer, has determined that a need exists to acquire several new multiple function information devices, providing photocopy/printing/scanning and faxing functionality in support of the services provided by the Office of the Clerk-Treasurer, the Building and Inspection Department, the Parks and Recreation Department, the Redevelopment Department, the Parks and Recreation Department, the Public Works Department (Agency) and the Metropolitan Police Department of the Town;

**Whereas,** The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030(A) and (B) of the HMC serves as purchasing agency for the several departments of the municipality generally and as the body authorized to allow expenditures from the Information Communication Technology Fund, pursuant to Section 3.45.110 (E) of the Highland Municipal Code;

**Whereas,** The Clerk-Treasurer, pursuant to 3.05.050(D)(9) of the HMC, serves as the Purchasing Agent for the Office of the Clerk-Treasurer as well as the executive departments of the municipality; and

**Whereas,** The Town of Highland through its Office of the Clerk-Treasurer in cooperation with the IT Director has substantially complied with the provisions of the Highland Municipal Code, **Section 3.05.060 (F)(1)**, having ascertained that both the total purchase price of the equipment sought and the annual payments under the considered three year maintenance agreement are above the recorded quote threshold of \$50,000 but below the bidding threshold of \$150,000;

**Whereas,** The Town of Highland through its Office of the Clerk-Treasurer in cooperation with the IT Consultant did prepare specifications and requested quotes from several retail vendors, with their responses, summarized in the attached exhibit, which is made a part of this order;

**Whereas,** The Town of Highland through its Office of the Clerk-Treasurer in cooperation with the IT Consultant did review the several responses as set forth in the attached exhibit, finding the proposal of **RICOH, USA, Inc., 301 West 84<sup>th</sup> Drive** Merrillville, Indiana for a purchase price for seven multiple function information devices, providing photocopy/printing/scanning and faxing functionality for a total cost of **forty-four thousand, two-hundred ten dollars (\$44,210)** and an associated maintenance agreement for a support unit cost of .0041¢ per black and white impression and .04¢ per color impression to be the lowest and most responsive, responsible and desirable proposal, which complied with all the specifications set forth by the Town;

**Whereas,** As purchasing agency for the several departments of the municipality generally and as the body authorized to allow expenditures from the Information Communication Technology Fund, the Highland Town Council must approve any single purchase in excess of Fifteen Thousand Dollars (\$15,000) all pursuant to the Highland Municipal Code, Sections 3.05.040(C) and 3.05.050(B)(2); and

**Whereas,** There is a sufficient and available appropriation and cash balances on credit to the Information and Communications Technology Fund to support the purchase payment and monthly maintenance under the terms of the proposed agreement and the issuance of a purchase order, all pursuant to I.C. 5-22-17-3(e) and I.C. 5-22-18-5;

**Whereas,** The Town Council now desires to approve and authorize the Clerk-Treasurer to enter into an agreement pursuant to the terms stated herein,

**Now Therefore Be it Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board of Municipality:

**Section 1.** That the purchase and maintenance unit charges as presented by the proposal of **RICOH, USA, Inc., 301 West 84<sup>th</sup> Drive** Merrillville, Indiana for a purchase price for seven multiple function information devices, providing photocopy/printing/scanning and faxing functionality for a total cost of **forty-four thousand, two-hundred ten dollars (\$44,210)** and an associated maintenance agreement for a support unit cost of .0041¢ per black and white impression and .04¢ per color impression to be the lowest and most responsive, responsible and desirable proposal, is hereby accepted and approved in each and every respect;

**Section 2.** That the Town Council hereby further finds and determines that the proposed purchase price and associated maintenance charges presented in the offer, which include the acquisition cost, preventative maintenance or repair and all supplies except paper are reasonable and fair;

**Section 3.** That the Town Council further finds and determines there is now or will be sufficient and available appropriations and cash balances on credit to the Information and Communications Technology Fund to support the purchase and maintenance payments under the terms of the proposed agreement and authorizes the proper expenditures from these funds, all pursuant to I.C. 5-22-17-3(e);

**Section 4.** That the exhibit memorializing the several respondents and their associated proposals is hereby made a part of this order;

**Section 5.** That the Town Clerk-Treasurer is hereby authorized and directed to execute the purchase agreement, formalize the terms of any maintenance service agreement and to execute any additional documents in order to implement the terms of this accepted proposal;

**Section 6.** That the Clerk-Treasurer is hereby authorized to expend appropriated funds as budgeted in order to support and implement the agreement.

**Be it So Ordered**

**DULY, PASSED, ADOPTED AND ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 28<sup>th</sup> day of December 2016 having passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

Bernie Zemen, President (IC 36-5-2-10)

**Attest:**

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

**Exhibit of Responses**

**Enrolled Minutes  
Highland Town Council  
December 28, 2016  
Page 29 of 34**

COMPANY	TOWIN Hall/CT unit	Town Hall Upstairs	Police Dept Color	Police W/9 Color	Public Works	Parks & Rec	Fire	TOTAL	Notes	Maintenance Regular	Maintenance Color
<b>1 IOTG XEROX Company</b>											
XEROX BRAND											
Option 2000 paper supply	\$ 11,866.80	\$ 7,831.20	\$ 10,357.20 *	\$ 7,831.20	\$ 7,831.20	\$ 10,357.20	\$ 7,831.20	\$ 63,906.00	*Quoted 2 colors for police substituted	0.045	0.04
High Volume Booklet Finisher	\$ 1,650.00			7831.2							
C/Z Volume Folder	\$ 1,090.80										
	\$ 4,875.00										
<b>2 RICOH</b>											
RICOH BRAND											
Option 2000 paper supply	\$ 10,242.00	\$ 5,116.00	\$ 6,752.00 *	\$ 5,116.00	\$ 5,116.00	\$ 6,752.00	\$ 5,116.00	\$ 44,210.00	*Quoted 3 colors for police & public works 1 substituted	0.0041	0.04
High Volume Booklet Finisher	\$ 688.00			60 PPM	50 PPM	50 PPM	50 PPM				
C/Z Volume Folder	\$ 1,271.00										
	\$ -										
<b>3 ADVANCED IMAGING</b>											
LANIER BRAND											
Option 2000 paper supply	\$ 9,540.03	\$ 4,961.53	\$ 8,670.19	\$ 4,961.53	\$ 4,961.53	\$ 8,670.19	\$ 4,961.53	\$ 46,276.53	Quoted 3 hole punch separately and not right priced for the one add \$1,926.89 for 3 punch	0.0049	0.045
High Volume Booklet Finisher	\$ -	50 PPM	60 PPM	60 PPM	50 PPM	50 PPM	50 PPM				
C/Z Volume Folder	\$ 1,440.86										
3 hole punch unit	\$ 3,976.34										
	\$ 275.27										
<b>4A ADAMS REMCO</b>											
SAVIN											
Option 2000 paper supply	\$ 15,199.00	\$ 5,223.00	\$ 9,104.00	\$ 5,223.00	\$ 5,223.00	\$ 9,104.00	\$ 5,223.00	\$ 54,299.00		0.0049	0.045
High Volume Booklet Finisher	\$ -	50 PPM									
C/Z Volume Folder	\$ -										
<b>4B ADAMS REMCO</b>											
TOSHIBA											
Option 2000 paper supply	\$ 9,705.00	\$ 5,507.00	\$ 7,701.00	\$ 5,507.00	\$ 5,507.00	\$ 7,701.00	\$ 5,507.00	\$ 47,135.00		0.0049	0.045
High Volume Booklet Finisher	\$ -	50 PPM									
C/Z Volume Folder	\$ -										
<b>5 MESHANES</b>											
Konica/Minolta											
Option 2000 paper supply	\$ 9,165.00	\$ 6,805.50	\$ 6,811.00 *	\$ 6,805.50	\$ 6,805.50	\$ 6,811.00	\$ 6,805.50	\$ 50,009.00			
High Volume Booklet Finisher	\$ -										
C/Z Volume Folder	\$ 1,439.00										
	\$ -										
<b>6 PROVEN BUSINESS SYSTEMS</b>											
TOSHIBA											
Option 2000 paper supply	\$ 26,586.92	\$ 5,800.27	\$ 7,536.72	\$ 5,800.27	\$ 5,800.27	\$ 7,536.72	\$ 5,800.27	\$ 64,861.45		0.0045	0.045
High Volume Booklet Finisher	\$ -	50 PPM	50 PPM	50 PPM	50 PPM	50 PPM	50 PPM				
C/Z Volume Folder	\$ -										



12. **Works Board Order No. 2016-49:** An Order of the Works Board Accepting the Proposal of Alpine Amusement Company, Incorporated to Furnish, Present, and Operate Rides, Concessions, and Attractions Services for the Town of Highland, Associated with Annual Independence Day Festivities. (If adopted, this will provide an agreement for services for the years 2017,2018, 2019 and 2020.)

Councilor Herak moved the passage and adoption of Works Board Order No. 2016-49. Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

**Town of Highland  
Board of Works  
Order of the Works Board 2016-49**

**AN ORDER OF THE WORKS BOARD ACCEPTING THE PROPOSAL OF ALPINE AMUSEMENT COMPANY, INCORPORATED TO FURNISH, PRESENT, AND OPERATE RIDES, CONCESSIONS, AND ATTRACTIONS SERVICES FOR THE TOWN OF HIGHLAND, ASSOCIATED WITH ANNUAL INDEPENDENCE DAY FESTIVITIES.**

**Whereas,** The Town of Highland, as part of its exercise of public powers related to culture and recreation, generally conferred in IC 36-10-2, annually marks the anniversary of the Nation's declaration of Independence, with appropriate festivals;

**Whereas,** The Clerk-Treasurer, pursuant to Section 3.05.050 (D)(9) of the HMC, serves as the Purchasing Agent for any department or office for which an agent is not otherwise expressly provided, and for all executive departments of the municipality; and

**Whereas,** The Town Council as the Works Board, pursuant to Section 3.05.030 (A)(1) of the HMC, serves as the Purchasing Agent for any department or office for which an agent is not otherwise expressly provided, and for all executive departments of the municipality; and

**Whereas,** The *Alpine Amusement Company, Incorporated* of Naperville, Illinois has presented to the Community Events Commission a proposed agreement to *Furnish, Present, and Operate Rides, Concessions, and Attractions* services for the Town of Highland to be conducted during the annual Independence Day Festivals;

**Whereas,** The Community Events Commission favorably recommends to the purchasing agency, the approval of the proposed agreement for to *Furnish, Present, and Operate Rides, Concessions, and Attractions* services to the Town of Highland to be conducted on and around Independence Day, with for five days starting June 30 and ending July 4<sup>th</sup>. 2017;

**Whereas,** The Community Events Commission further favorably recommends to the purchasing agency, the approval of the proposed agreement for to *Furnish, Present, and Operate Rides, Concessions, and Attractions* services to the Town of Highland to be conducted on and around Independence Day, with dates to be determined for the years 2018, 2019 and 2020;

**Whereas,** These professional services owing to their unique requirements and character, as a service, may be purchased in a manner that is determined to be reasonable, pursuant to Section 3.05.090 of the HMC and IC 5-22-6;

**Whereas,** The contact *involves a commitment for more than one year*, pursuant to Section 3.05.040 (C) of the HMC requires the express approval of the purchasing agency; and,

**Whereas,** The purchase of services will be supported by the Special Events Non-reverting Fund of the Town and there is sufficient appropriation or resources in order to support the purchase of services; and

**Whereas,** The Town Council now desires to approve, authorize and allow the purchase of services pursuant to the terms stated herein,

**Now Therefore Be it Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, as follows:

**Section 1.** That the proposal *Furnish, Present, and Operate Rides, Concessions, and Attractions services* of **Alpine Amusement Company, Incorporated**, 2648 Wild Timothy Road, Naperville, Illinois, 60564, prepared and presented by its proper representative, which includes furnishing of services for particular dates in 2017 and for dates to be determined, for 2018 and 2019 and 2020 according to the written terms set forth in the proposal, is hereby accepted, approved and adopted in every respect, subject to the following:

(A) That the proposal changes its provisions to reflect the increase in public liability to \$5,000,000 and with the Town of Highland being named a co-insured and being indemnified;

(B) That the proposal specifically names the Town of Highland as an additional insured on a primary, non-contributory basis and include a waiver of subrogation in favor of the Town of Highland to the general liability policy;

(C) That there be also an auto liability limit of \$1,000,000 and that the vendor will carry workers compensation coverage equal to the state statutory limits.

**Section 2.** That the payments of \$200 for each concession booth to be operated on the grounds and the payment of thirty percent (30%) of the gross receipts of monies derived from the sale of admission tickets for various attractions and rides is found to be reasonable and fair for the services and frequencies described;

**Section 3.** That the Town Council finds and determines that the manner of purchase for these professional services owing to their unique requirements and character as a service, is both reasonable and appropriate, pursuant to Section 3.05.090 of the HMC and IC 5-22-6;

**Section 4.** That the Clerk-Treasurer is hereby authorized to issue a purchase order, if applicable, to **Alpine Amusement Company, Incorporated** and to execute all documents necessary to implement the purchase of services thereof;

**Section 5.** That the Clerk-Treasurer is hereby further authorized to execute and ratify the proposed services agreement with **Alpine Amusement Company, Inc.**, for its amusement services provided for three days during the Highland Fall event, *October 21 through October 23, 2016*, fully accepting its terms and provisions including its pro-rata scale for its payment from gross receipts, all pursuant to IC 36-1-4-16;

**Section 6.** That the proper officers of the municipality are hereby authorized to identify the several funds of the municipality that may be lawfully expended in order to support and implement the purchase of these services.

**Be it so Ordered.**

**DULY, PASSED and ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 28th day of December 2016 having passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

Bernie Zemen, President (IC 36-5-2-10)

**Attest:**

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

13. **Action to approve appointment or employment of full-time employee, pursuant to Section §3.03 of the Compensation and Benefits Ordinance.** Assistant Public Works Director recommends the hiring of Kert Hansen, to the full-time position of Utility Worker B in Public Works Department (Agency) at a rate of pay of \$11.84 per hour. This will not increase the full-time workforce greater than the authorized work force strength.

Councilor Herak moved, seconded by Councilor Wagner that the full-time appointment and employment of Kert Hansen, effective on December 18, 2016 be authorized and approved. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The appointment and employment were authorized effective December 18, 2016.

14. **Property, Commercial and other non-health insurance lines for the Town of Highland for FY 2017 as presented by Crowel Insurance Agency.** Crowel Insurance Agency has proposed a total cost of **\$246,379**, representing \$56,105 for property, \$99,541 for Automobile liability, \$12,693 for Benefits Liability and Wrongful Practices Liability and \$78,040 for Public agency Multi-Class Liability. The prior year after all adjustments was **\$254,378**. The current decrease is 3.14%.

Councilor Herak moved the approval of the insurance proposal and premiums as presented by the Crowel Insurance Agency. Councilor Wagner seconded. Upon a roll

call vote, there were five affirmatives and no negatives. The motion passed. The Insurance policies and premiums as presented were approved, pursuant to HMC Section 3.05.040 (D).

**15. Authorizing the rescheduling of meetings in January 2017 pursuant to Section 2.05.130(D) of the Highland Municipal Code.**

Councilor Wagner moved, seconded by Councilor Vassar to reschedule the meetings in January 2017 as follows:

That Monday, January 2 as a standing study session shall be cancelled owing to the observance of New Year's Day;

That **Monday, January 9, 2017** remain the standing plenary business meeting at the usual times;

That Monday, January 16 standing study session as Martin Luther King Birthday Holiday be rescheduled for **Monday January 23** at the usual time, but to take place in the community room of the Police Station; and

That Monday, January 23 plenary business meeting be rescheduled for Monday, **January 30, 2017** with a study session to take place at 6:30 p.m. and the plenary business meeting to begin at 7:00 p.m.

Upon a roll call vote, pursuant to HMC Section 2.05.130(D) a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The several meetings in January were rescheduled as indicated.

**Comments or Remarks from the Town Council:**

- **Councilor Mark Herak:** *Budget and Finance Chair • Liaison to the Board of Sanitary Commissioners • Liaison to the Community Events Commission • Liaison to the Board of Waterworks Directors.*

Councilor Herak expressed continued concern for Patrol Officer John Swisher who continued his convalescence at home before additional surgery.

Councilor Herak further expressed condolences to the family of Griffith Councilwomen Pat Schaadt, who recent died.

Councilor Herak thanked all of his Town Council colleagues and wished all Happy New Year.

- **Councilor Dan Vassar:** *• Liaison to the Park and Recreation Board.*

Councilor Vassar reminded all of the annual Twelfth Night event at the Main Square Park, January 6.

Councilor Vassar commended all the Town employees and commended the law enforcement personnel with his thanks. He further wished all Happy New Year.

- **Councilor Steve Wagner:** *• Advisory Board of Zoning Appeals Liaison.*

Councilor Wagner wished everyone Happy New Year.

- **Councilor Konnie Kuiper:** *• Town Board of Metropolitan Police Commissioners, Liaison • Fire Department, Liaison • Chamber of Commerce Co-Liaison.*

Councilor Kuiper wished all Happy New Year.

- **Council President Bernie Zemen:** *Municipal Executive Chamber of Commerce Co-Liaison • IT Liaison • Redevelopment Commission Liaison.*

The Town Council President wished all Happy New Year.

**Comments from Visitors or Residents:**

1. Kim Nordhoff, 1736 Warwick Avenue, Whiting, Indiana 46394, identified herself as the mother of the late Josh Headley, who was fatally stabbed at Franco's restaurant in Highland in March 2015. Ms. Nordhoff stated that she was denied certain records from the Highland Police Department that she was later able to obtain from a State body. She stated that she wanted the Town Council to be aware of this. She did commend Highland Police Detective Siple.

The Town Council President offered to meet with her following the meeting regarding her concerns.

2. Randy Stewart, Highland Police Sergeant and F.O.P. President, thanked the Town Council for its time and for granting his request for pay increases of six percent for supervisory ranks and above.

With leave from the Town Council, the Town Council acknowledged, a uniformed Boy Scout, James Meck and his Mom, from Lansing, Illinois, who were in attendance in support of Mr. Meck's work on his merit badge regarding a public issue. The issue he chose was whether to give the raises adopted in the wage and salary ordinance.

**Payment of Accounts Payable Vouchers.** There being no further comments from visitors or residents, Councilor Herak moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period **December 13, 2016 through December 28, 2016** and the **payroll docket for November 11, 2016**. Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, payments allowed in advance were ratified, the payroll dockets listed were ratified and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

**Vendors Accounts Payable Docket:**

**General Fund, \$325,041.58; Motor Vehicle Highway and Street (MVH) Fund, \$83,459.47; Local Road & Street Fund, \$4,060.00; Law Enforcement Continuing Education, Training, and Supply Fund, \$1,988.94; Flexible Spending Accounts Agency Fund, \$ 1,325.34; Gasoline Payment Agency Fund, \$8,195.03; Information and Communications Technology Fund, \$6,370.14; Police Pension Fund, \$64,237.12; Municipal Cumulative Capital Development Fund, \$17,370.42; Traffic Violations and Law Enforcement Agency Fund, \$5,111.50; Gaming Revenue Sharing Fund, \$5,588.83; Economic Development Income Tax Fund, \$5,250.00; Total: \$527,998.37.**

**Payroll Docket for payday of December 9, 2016:**

**Council, Boards and Commissions, \$0.00; Office of Clerk-Treasurer, \$15,397.02; Building and Inspection Department, \$7,593.00; Metropolitan Police Department, \$123,391.55; Fire Department, \$3,288.04; Public Works Department (Agency),**

\$62,299.72 and 1925 Police Pension Plan Pension Fund, \$0.00; Total Payroll:  
**\$211,969.33.**

**Adjournment of Plenary Meeting.** Councilor Vassar moved that the plenary meeting be adjourned. Councilor Kuiper seconded. Upon a vote *viva voce*, the motion passed. The regular (rescheduled) plenary meeting of the Town Council of Wednesday, December 28, 2016 was adjourned at 7:37 O'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer